



NEW JERSEY PINELANDS COMMISSION INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR DEVELOPMENT

- ITEM 1:** The person or corporation submitting the application is the applicant.
- ITEM 2:** The names of all owners of all parcels for which an application is being submitted must be listed. All owners must sign the application form or give separate written consent to the filing of the application.
- ITEM 3:** You may wish to have an agent (family member, realtor, attorney, consultant) act on your behalf regarding the application.
- ITEM 4:** Identify all public roads immediately adjacent to the property. If you are uncertain about the block and lot numbers contact the municipality in which the parcel is located.
- ITEM 5:** Identify the existing use(s) of the parcel for which the application is being submitted. If there are no structures on the property, check "vacant." If the parcel has any structures on it, check "improved" and describe the type and number of structures and their use. For commercial/industrial uses please note the square footage of existing buildings. If farmed, check vacant and note farming in provided space.
- ITEM 6:** Briefly and completely describe the proposed use of the parcel or type of development proposed. Please note the number of proposed residential units and/or lots. For commercial/industrial uses, please note the square footage of proposed building(s) or additions(s) and their use. Utilize page 4 of this application form or attach additional sheets if necessary.
- ITEM 7:** Please check the type of application which you are submitting.
- | | |
|--|--|
| # Residential development | # An application for a <u>Waiver of Strict Compliance</u> is needed when the proposed development clearly would violate one or more of the requirements of the Pinelands Comprehensive Management Plan |
| # Commercial/Industrial development | # A public development application is development proposed by a public agency or governmental body |
| # Resource extraction is the removal of soil or other minerals for commercial purposes | # Recreational Vehicle Events (enduros, road rallies, etc.) |
| # Forestry is the harvest of trees for commercial purposes or for qualifying your wood lot under the Farmland Assessment Act | # Other types of development include: change of use, home occupations, demolition of structure 50 years old or older, and other unspecified types of development |
| # A Letter of Interpretation is issued in response to a formal request for an interpretation of a Pinelands Commission regulation. There is a different application form for a Letter of Interpretation for a determination of the number of Pinelands Development Credits that may be assigned to a parcel. Please contact the Commission for a Pinelands Development Credit application form | |
- ITEM 8:** Determine whether an application fee is required and the amount.
- ITEM 9:** Identify the source of existing/proposed drinking water and the type of existing/proposed waste water treatment.
- ITEM 10:** If you are aware of an application which has previously been filed with the Pinelands Commission for this parcel, please note the application number.
- ITEM 11:** For all applications for a Waiver of Strict Compliance, for all Letters of Interpretations, and for all applications in municipalities whose land use ordinances have not been certified (approved) by the Pinelands Commission, you must provide written notice or a copy of the completed application form to the municipal clerk, the municipal environmental commission (if any), and the county clerk in which your development is located. As of February 25, 2004, the following municipal land use ordinance has not been certified (approved) by the Commission; South Toms River Borough. Please note on the application form the date that you provided notice to these offices. You may provide this notice by regular mail.
- ITEM 12:** Most applications to the Commission typically require additional information besides that provided on the application form. Examples of such information include a site plan, soil boring and wetlands mapping. The Commission staff will advise you by return mail of any further information which you will be required to submit to complete your application.

The applicant and all property owner(s) must sign the application or provide separate written authorization bearing their signature. The applicant's signature must be notarized by a Notary Public or signed by an attorney licensed to practice in New Jersey. Applications not properly signed and notarized will be returned.

Completed application forms should be mailed to:

**New Jersey Pinelands Commission
PO Box 7
New Lisbon, NJ 08064**

Upon receipt of a new application, the Commission will notify the applicant and agent (if any) by return mail of receipt of application. Only the listed applicant and agent will receive copies of Commission letters.

Please allow 30 days for the Pinelands Commission to review any information submitted. Within 30 days of receipt of any information, the Commission will determine whether the application is complete or if additional information is required to complete the application.

If a development application is located in a municipality whose land use ordinances have been certified (approved, see item I0), the Commission will respond in writing within 30 days. If a development application is located in a municipality whose land use ordinances have not been certified (approved, see item I0), the Commission will respond within 30 days if a development application is incomplete and within 90 days if the application is complete.

For assistance with completing the application form, our Applicant Services Representatives are available to answer any questions that you may have. Please feel free to contact them at (609) 894-7300.

6. Proposed use of parcel(s) _____

7. Type of Application

COLUMN 1 - NO FEE REQUIRED

- G Residential - one dwelling and or not more than 1 additional residential lot
- G Waiver of Strict Compliance for one dwelling unit
- G Public Development (municipal, county, etc.)
- G Letter of Interpretation for Pinelands Development Credits (PDC)

COLUMN 2 - FEE REQUIRED

- G Residential - more than one dwelling unit or lot
- G Waiver of Strict Compliance -other than one dwelling unit
- Commercial,Industrial, Institutional,Office or other non-residential development
- G Construction Cost _____
Please submit documentation verifying this amount (see attached Fee Questionnaire).
- G Off Road Vehicle Event (enduros, road rallys)
Length of Route _____
- G Resource Extraction Operation (mining)
Acres to be mined _____
- Forestry Operation
- G Acres involved in forestry activities _____
- G Letter of Interpretation other than for Pinelands Development Credits (PDC)
- G Exemption Letter
- Golf Course
- G Acres devoted to Golf Course facility _____
- Linear Development (roads, railroads, water and sewer lines, electric, telephone and other transmission lines, etc.)
- G Acres to be disturbed _____
- G Change of Use with no additional development
- G Mixed Residential and Non-residential development (refer to Fee Questionnaire)
- G Other, please identify

8. The types of applications listed in #7, Column 2 will generally require the submission of an application review fee according to the following fee schedule:
- A. Residential Development - the fee shall be calculated as follows:
 - 1. 1 dwelling unit and or not more than 1 additional residential lot - no fee.
 - 2. 2 or more additional dwelling units or lots:
 - 2 - 25 units - \$ 100 per dwelling unit or lot for the first 25 units or lots;
 - 26 - 100 units - \$2500 plus \$75 per dwelling unit or lot for units/lots 26 through 100;
 - Over 100 units - \$8,125 plus \$50 per dwelling unit or lot for all units/lots in excess of 100.
 - B. Commercial, institutional or industrial development shall be at a minimum \$200 or 1% of construction costs, which ever is greater, except as provided below.
 - 1. Off road vehicles events (Enduros, Road rallies) -\$5 per mile of the proposed route with a \$250 minimum.
 - 2. Forestry application or renewal application involving 10 or more acres, \$5 per acre that is subject to the forestry activities.
 - 3. Golf courses - \$100 per acre devoted to the golf course facility.
 - 4. Linear development - \$100 per acre to be disturbed or a minimum of \$250.
 - 5. Resource extraction permit application or permit renewal - \$500 plus \$10 per acre to be mined within each permit period.
 - 6. Change of use only with no additional development - \$200.
 - 7. Subdivision only (no associated development such as building, dwelling or other improvement) same formula as 8(A)2 above.
 - C. Mixed residential and non-residential development - the sum of the residential and non-residential development fees as calculated according to the above fee schedules.
 - D. Non-PDC Letter of Interpretation or Amended Non-PDC Letter of Interpretation - \$200.

Please indicate whether a review fee is required for your submission:

☐ **G Fee Not Required**

☐ **G Fee Required Amount Enclosed**_____

If a fee is required, please print or type your calculations in this box:

Please submit your fee with your application package. Checks, money orders or cashier checks should be made payable to the NJ Pinelands Commission.

All applications that require application review fees must include the complete fee. Your application cannot be reviewed until your fee has been paid in full. If any checks are returned due to insufficient funds, the review of your application will stop. If any such checks are returned, a certified bank check or money order that includes any bank charges incurred by the Pinelands Commission will be required to resume the review of the application.

9. A. Source of existing/proposed water supply
- | | | | | | |
|----------|--------------------------|---------------|----------|--------------------------|---------------|
| Existing | <input type="checkbox"/> | Well | Proposed | <input type="checkbox"/> | Well |
| | <input type="checkbox"/> | Public System | | <input type="checkbox"/> | Public System |
- B. Source of existing/proposed wastewater treatment
- | | | | | | |
|----------|--------------------------|----------------|----------|--------------------------|----------------|
| Existing | <input type="checkbox"/> | On-Site Septic | Proposed | <input type="checkbox"/> | On-Site Septic |
| | <input type="checkbox"/> | Public Sewer | | <input type="checkbox"/> | Public Sewer |

10. To your knowledge, has an application previously been filed with the Pinelands Commission for this parcel?

G Yes G No

If yes, application number (if known) _____

11. For all applications for a Waiver of Strict Compliance, all applications for a Letter of Interpretation, and for all applications in municipalities whose land use ordinances have not been certified (approved) by the Pinelands Commission (see instructions, item 10), written notice or a copy of this application form must be provided to the municipal clerk, the municipal environmental commission (if any) and the county clerk in which your proposed development is located.

G Yes, I am filing one of the three types of applications discussed in Number 10 above and I have complied with this requirement.

Date _____

12. I have attached supplemental information to this application:

G Yes G No

Please note that all supplements must be listed on page 4 or an attached sheet, and any list or attachments must be firmly secured to the application form.

I acknowledge that most applications to the Commission require information in addition to that which I provide on this application form. I will attempt to provide additional information as may be necessary to complete this application. I hereby authorize the staff of the Pinelands Commission to conduct such on-site inspections of the parcel as are necessary to review this application and ensure compliance with the requirements of the Pinelands Comprehensive Management Plan. I am aware that false swearing is a crime in this State and is subject to prosecution.

I also acknowledge that if my application involves extraordinary or complex issue(s) which necessitate the retention of consultants with expertise in such matters, I will be advised of that need and the escrow amount required to retain the consultants and that review of my application will not proceed until I provide the required escrow amount.

I hereby certify that the information furnished on this application form and all supplemental materials is true.

Sworn and subscribed to before me

Signature of Applicant(s)

this _____ day of _____, 20____

I hereby acknowledge and consent to the filing of this application.

Notary Public
(As to the signature of the applicant)

Signature of Property Owner(s)

[illegible]